

<b>V Corps General Purpose Checklist</b>		<b>Date(s) of Inspection</b>	<b>App A12 Pg. 1 of 3</b>
<b>Functional/Subordinate Area:</b>  <b>PERSTEMPO Administration</b>		<b>Checklist Effective Date:</b>  <b>15 April 2001</b>	
<b>Inspecting Office/Agency:</b>  <b>V Corps AG</b>	<b>Unit:</b>	<b>Inspector Name/ Phone:</b>	
<b>Item</b>		<b>YES</b>	<b>NO</b>
<p><b>Discussion:</b> The intent of this program is to ensure individual deployment data is tracked and submitted into the PERSTEMPO application in accordance with regulatory guidance.</p> <p><b>References:</b></p> <ul style="list-style-type: none"> <li>a. Public Law 106-65, FY00 National Defense Authorization Act (NDAA)</li> <li>b. Public Law 106-398, FY01 National Defense Authorization Act (NDAA)</li> <li>c. Business Rules for the Leader, Version 4.2, dated 31 Jul 01.</li> <li>d. PERSTEMPO User's Manual, dated 2 Jul 01.</li> <li>e. USAREUR Command Policy Letter, SUBJECT: PERSTEMPO Management, dated 2 Jan 01.</li> <li>f. USAREUR Regulation 10-5, HQ USAREUR/7A Organization and Responsibilities, dated 20 Sep 99.</li> <li>g. USAREUR Memorandum, SUBJECT: USAREUR PERSTEMPO Management System, dated 22 May 01.</li> <li>h. USAREUR Memorandum, SUBJECT: USAREUR PERSTEMPO Management Implementation Plan, dated 22 May 01.</li> <li>i. USAREUR Message reference Outprocessing, dated 2 Apr 01.</li> </ul> <p><b>Specific Questions:</b></p> <p><b>MSC</b></p> <p>1. Does the command evaluate PERSTEMPO during subordinate unit CI/SAVs IAW paragraph 2a(8), USAREUR Memorandum, SUBJECT: USAREUR PERSTEMPO Management Implementation Plan?</p> <ul style="list-style-type: none"> <li>a. Check for inspection results in the unit files.</li> </ul>			

Item	YES	NO
<p>b. Look for validation of systems and noted deficiencies.</p> <p>c. For noted deficiencies, unit should show how they track corrective actions (If unit fails to follow up on corrective action, this area should be evaluated as NO).</p> <p>2. Does the command have a primary and an alternate PERSTEMPO User Administrator appointed on orders IAW paragraph 2b(1), USAREUR Memorandum, SUBJECT: USAREUR PERSTEMPO Management Implementation Plan (appointment orders must be on file)?</p> <p>3. Has the command appointed primary and alternate PERSTEMPO User Administrators/Clerks for lower echelons IAW paragraph 2b(2), USAREUR Memorandum, SUBJECT: USAREUR PERSTEMPO Management Implementation Plan (appointment orders must be on file)?</p> <p>4. Does the command 's homepage have a link to the USAREUR PERSTEMPO web site (<a href="http://www.1perscom.army.mil/perstempo/perstempo.htm">http://www.1perscom.army.mil/perstempo/perstempo.htm</a>) IAW paragraph 2a(10), USAREUR Memorandum, SUBJECT: USAREUR PERSTEMPO Management Implementation Plan?</p> <p>5. Are procedures in place to brief PERSTEMPO information during quarterly training briefs/semi-annual training briefs IAW paragraph 2a(7), USAREUR Memorandum, SUBJECT: USAREUR PERSTEMPO Management Implementation Plan?</p> <p><b>Subordinate Unit</b> (At MSC level, inspect HQ company to review PERSTEMPO procedures).</p> <p>6. Does the unit have a primary and an alternate PERSTEMPO Clerk appointed on orders IAW paragraph 2b(2), USAREUR Memorandum, SUBJECT: USAREUR PERSTEMPO Management Implementation Plan (appointment orders must be on file)?</p> <p>7. Are deployment records for soldiers assigned being maintained for the duration of their assignment to the subordinate unit IAW paragraph 2b(11), USAREUR Memorandum, SUBJECT: USAREUR PERSTEMPO Management Implementation Plan?</p> <p>8. For soldiers deployed over 182/220 days, is written approval on file IAW 2b(11), USAREUR Memorandum, SUBJECT: USAREUR PERSTEMPO Management Implementation Plan and Business Rules for the Leader?</p> <p>9. Is the unit conducting PERSTEMPO forecasting IAW paragraph 2b(3), USAREUR Memorandum, SUBJECT: USAREUR PERSTEMPO Management Implementation Plan?</p>		

Item	YES	NO
<p>10. Does the unit have a program in place to ensure all soldiers are briefed on the provisions of the FY 00/01 National Defense Authorization Act IAW paragraph 2b(9), USAREUR Memorandum, SUBJECT: USAREUR PERSTEMPO Management Implementation Plan?</p> <p>11. Has the unit POC received training IAW paragraph 2a(2), USAREUR Memorandum, SUBJECT: USAREUR PERSTEMPO Management Implementation Plan (web-based training available)?</p> <p>12. Are procedures in place to verify deployment counter information with the soldier as part of personnel outprocessing procedures IAW paragraph 2b(13), USAREUR Memorandum, SUBJECT: USAREUR PERSTEMPO Management Implementation Plan and USAREUR Message reference Outprocessing?</p> <p><b>Notes:</b></p>		